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weekly schedule	job descriptions	personnel	program organization	
		curriculum materials	field assistant	

17. ABSTRACT (MAX. 250 WORDS)

The job of field teacher consists of three main duties. First, he sets up the program by selecting the children and recruiting and training parent aides. Second, he coordinates the preschool centers. This includes interpreting the program to school personnel, organizing parent education, planning excursions, arranging in-service and staff meetings, and taking charge of pupil enrollment records. And third, he coordinates the adult education classes by arranging for materials and contacting resource people.

The field assistant reviews curriculum materials, and develops lessons and audio-visual materials for preschool centers. These will be demonstrated at the centers and at in-service meetings. He also assists in all aspects of the program which will influence curriculum.

The field teacher and field assistant are jointly responsible for making reports and summaries; planning in-service and staff meetings; consulting with the research department, the child study center and other school personnel; keeping abreast of professional literature and research; substituting in the centers; and conducting public relations activities. The weekly schedules of the field teacher and the assistant are described.

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OAKLAND PUBLIC SCHOOLS
Interagency Project

THE ROLE OF FIELD TEACHER AND FIELD ASSISTANT

I. Job Description - Field Teacher

A. Setting Up Program

1. Selection of Children
   a. Contacting parents by letter and telephone.
   b. Working with Research Department in setting up testing appointments.
   c. Arranging with principal for testing facilities.
   d. Arranging for receptionist at centers during testing.
2. Recruiting Parent Aides
3. Parent Aide Training
   a. Orientation

B. Coordinating Preschool Centers

1. Interpreting program through contacting supervisors, principals, consultants, department heads.
2. Arranging and planning inservice meetings and staff meetings.
3. Parent education.
4. Planning and assisting in excursions and trips.
5. Arranging for observations.
6. Pupil enrollment - replacements, attendance, cumulative folders.

C. Coordinating Adult Education Classes

1. Arrange for movies, books and other materials.
2. Contact resource people.
3. Attend classes.

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II. Job Description - Field Assistant

A. Review curriculum materials and related literature, commercial and professional.

B. Curriculum for preschool centers

1. Develop lessons for "language development."

2. Develop tapes and other audio-visual materials.

3. Coordinating the curriculum of the different centers.

4. Demonstrations at preschool centers and inservice meetings.

C. Assisting in aspects of program which will influence curriculum

1. Inservice meetings.

2. Adult education.

3. Developing forms for recording skills and for keeping anecdotal records.

4. Planning excursions and trips.

5. Photographic recording of progress and for display purposes.

D. Reviewing, experimenting with, selecting and ordering materials and equipment.

III. Jobs Done Jointly by Field Teacher and Field Assistant

A. Making reports and summaries, oral and written during year (pertaining to curriculum) to Interagency staff, and outside interested parties.

B. Planning inservice and staff meetings; writing agendas.

C. Consulting with

1. Supervisors - Oakland Public Schools

2. Research Department - Oakland Public Schools

3. Child Study Center - University of California

4. Principals - Preschool Centers

5. Coordinator - Interagency School Project.

The Role of Field Teacher and Field Assistant

III. Jobs Done Jointly by Field Teacher and Field Assistant (continued)

D. Reading and reviewing professional books,periodicals, and literature from professional organizations including recent research.

E. Substituting in centers when teachers are absent or released for inservice visitations.

F. Developing materials for public relations, inservice training, and adult education such as: video tapes, slides, movies, photographs, tapes and written material.

G. Public Relations

1. Interpret programs to visitors.

2. Give talks.

IV. Schedule - Field Teacher

A. Monday

A.M. Parent Aide Inservice

P.M. Staff Meetings

B. Tuesday

Preparation of Materials for Preschool Centers

Curriculum Planning with Field Assistant

Work on Preschool Handbook

Coordinating Preschool Program with Coordinator of Interagency School Project, Supervisors and Consultants.

C. Wednesday

A.M. Preparation and Planning for Parent Education

P.M. Work at Stonehurst Preschool Center

D. Thursday

Work at Cole and Clawson Preschool Centers

E. Friday

Planning and Preparation for Staff Meetings, Parent Aide Inservice Meetings and Parent Education

V. Schedule - Field Assistant (One-Half Time)

A. Monday

A.M. Parent Aide Inservice -

P.M. Staff Meetings

Ordering supplies and materials

Planning meetings - inservice, staff and parent education

B. Tuesday

A.M. Curriculum Planning with Field Teacher

Writing Lesson Plans

Evaluation and Follow-Up of Programs

Meetings - Supervisors, Research, etc.

Taking Pictures

P.M. Cole and Clawson - Working with Parent Aides, Giving Demonstrations

C. Thursday

A.M. Stonehurst
and
P.M. Observe, Plan and Evaluate Language Development Program Kindergarten, First and Second Grade Teachers.

Observe and Demonstrate at Preschool Center

Substituting When Necessary

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